



## **Management Program**

The following management program (Management Modules 1-5) is a 200-hour specific program that meets the training requirements of NAC 289.260 for the Management Certificate. Effective 12/16/10, the P.O.S.T. Commission adopted regulations that established requirements to obtain the management certificate. The following certified 200-hour course is required in order to be issued a POST Management Certificate.

You must complete all areas (Module 1-5) with a score of 80% or better for course completion. Management Modules 1, 2, 3, 4, and 5 can be completed at any time and in any order.

**Management Module 1:** 80 hour classroom (This course is designed for staff that has completed the 80-hour supervisor course and is in a management or first-line supervision position).

### **Introduction to Management**

- Self-Assessment
- Five Functions of Management
- Manager Core Competencies, authority, responsibilities, and tasks
- Evolution of Policing
  - Community Oriented Policing (COP), Problem Oriented Policing (POP),
  - SARA Model (Scan, Analysis, Response, Assess), Intelligence Led Policing (ILP)
- Management/Leadership Style Inventory

### **Management vs. Supervisor**

- Critical Incidents
- Motivation, Rewards & Recognition, Delegation
- Human Resource Management (Recruitment & Retention)
- Mentoring

### **Personnel Administration**

- Ethics/Integrity
- Building your Self-Confidence
- Managing Change
- Personnel Recruitment & Retention
- Line of Duty Death

### **Strategic/Critical Thinking, Planning, Projections**

- Grant Writing
- Problem Solving, Needs Assessment
- Action Plans

### **Management Labor Relations**

- Employment Law/EEO
- Risk Management
- Future Trends in Law Enforcement

### **Written Exam**

**Management Module 2:** Independent Assignment – 74 hours

(Skills needed to complete this module are obtained during Mgmt 1 Classroom session)

Practical application of financial, management, administrative processes – Conduct a needs assessment, develop a written action plan to meet the need and prepare a budget to support your plan – submit needs assessment results, action plan and budget to Amanda Socha at [asocha@post.state.nv.us](mailto:asocha@post.state.nv.us) for grading and course completion review.

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**Management Module 3:** Self Study – 6 hours – Policy Formulation

(Available on State of Nevada Online Professional Development Center, <https://nvelearn.nv.gov/moodle>, Search for "Policy Formulation").

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**Management Module 4:** Independent Study – 40 hours – Public/Police Administration

Must read and submit a minimum three-page summary paper to POST on each of the following 2 books:

Public Administration and law by David H. Rosenbloom, (ISBN# 978-1-4398-0398-1)

Police Administration by Gary W. Cordner (ISBN# 987-1-4224-6324-6)

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**Management Module 5:** Independent Study – 40 hours – Financial Administration

Must read and submit a minimum three-page summary paper to POST on each of the following 2 books:

Budget Tools: Financial Methods in the Public by Greg Chen, Lynne A. Weikart, and Daniel W. Williams (ISBN-13# 978-1-48330-770-1)

The Politics of Public Budgeting: Getting and Spending, Borrowing and Balancing by Irene Rubin (ISBN-13 #978-1-45224-041-1)

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The books required for Management Modules 4 and 5 are available on the internet, at a book store, or a limited number are available for a 45-day checkout from POST. Contact POST Training for availability to register and obtain instruction for written material for Module 4 and/or 5. Books that are damaged or not returned must be paid for by the student before the certificate will be issued.

**NOTE:** Papers for Module 4 and 5 shall be a minimum of 3 pages for each book, type written, double spaced and will be graded on content obtained from the reading material, spelling, punctuation, sentence structure, and organization. Must obtain a score of 80% or above on each of the papers submitted to obtain a passing score.

Upon successful completion of Management Modules 1-5 of this POST approved 200-hour program, you will meet the training requirement that must be met to qualify for the POST Management Certificate.